Performance & Development Solutions (PDS) Applied Business Series (ABS)

(PLEASE PRINT)

Name:	51.	SS	S#:	
	First	Mork Location	١٠	
E-Mail:	Work Location: Work Phone:			
Completion of the PDS Applied Business Seri years from the enrollment confirmation date to confirmation date can be counted toward complete.	ies (ABS) Certifica complete the pro	ate requires the nine c gram. Courses taken v	ourses below. Participar	nts have three
Record Of Completion				
<u>Core Courses</u>		Course #	<u>Date Taker</u>	<u>1</u>
Building a High-Performing Workplace		GI 302		
Business Writing Workshop		GI 134		
Customer Service		QM 002		
Grant Seeking		GI 200		
Grant Writing		GI 091		
Marketing Principles		GI 305		
Project Management		PT 103		
Services Contracting: Selecting a Contractor		GI 148		
Services Contracting: Drafting, Negotiating, and M	Monitoring the Cont	ract GI 149		
The following signatures indicate awareness of this application and support for completion of this certificate program within three (3) years.				
Employee Signature	Date	Department Director Signat	ure	Date
Supervisor Signature Please return the completed form to: State Employees: Your agency's Training Lia Non-State Employees: PDS Training, DAS-HRE, F	<i>Date</i> ison Fax: (515) 242-6450	Training Liaison Signature (state employee only)	Date
For PDS Use Only: Confirmed: Courses V Certificate Sent:	Valid Since:	c	ompletion Date By:	